

## **ACS VOLUNTEER POSITION DESCRIPTION**

**PROGRAM:** Employment Readiness Program (ERP)

**POSITION/TITLE:** Administrative and Special Project Assistant

**FIRST LINE SUPERVISOR:** ERP Program Manager

**SECOND LINE SUPERVISOR:** ACS Volunteer Supervisor

**GOAL/OBJECTIVE:** To provide direct support to the ERP Manager and National Prevention Campaigns.

**DUTIES:** Prepares, organizes, and distributes materials for various projects; Takes phone messages; provides database updates and data entry as necessary; Sets up the booths for Promotional purposes, at various facilities on Fort Riley as needed; Other administrative tasks to be determined by Program Manager; Follow SOP for the ERP; Work may involve light physical work to include setting up and putting away tables and chairs; Volunteer may also be requested to assist with activities that may require long periods of standing, bending, lifting and stooping; Volunteer may be requested to assist during non-duty (evenings and weekends) hours, however this is not mandatory.

**TIME/DRIVING REQUIREMENTS:** Varies, to be determined by supervisor and volunteer; Driving of GOV and reimbursement of POV expenses are not authorized. Regular use of a vehicle is not required.

**QUALIFICATIONS:** Good telephone and oral communications skills; Pleasant disposition; Basic knowledge Excel, Word, and Power Point; Strong organizational skills.

**TRAINING:** Army Community Service volunteer orientation (2 hrs); On-the-job training will be provided on equipment usage, procedures, and other to be determined by Program Manager; Volunteer must take security and computer use training prior to government computer use (1 hr); Volunteer may be required to undergo security clearance prior to government computer use depending on access required.

**EVALUATIONS:** Ongoing and immediate supervisor feedback; Annual evaluations for long term volunteers (3 or more months) unless need for more as determined by supervisor and volunteer.